
THE COUNTY OF LOS ANGELES

The County of Los Angeles is the most populous county in the United States with over 10 million residents, and within its boundaries are 88 incorporated cities. The County is governed by a five-member Board of Supervisors who is elected on a non-partisan basis and serve four-year terms. As the governing body, the Board serves as both the executive and legislative authority for the largest and most complex county government in the United States.

The County has an annual budget in excess of \$28 billion, and 36 major administrative units or departments serve the needs of the County's population. The County employs over 100,000 full-time personnel to serve its diverse population.

TREASURER AND TAX COLLECTOR

The Treasurer and Tax Collector bills, collects, invests, borrows, safeguards, and disburses monies and properties on behalf of the County, government agencies and entities, and private individuals as specified by law. The Department provides enforcement, consulting, estate administration, and public information services.

The Treasury management program administers and manages the County Treasury; provides for the collection, custody, borrowing, investments, and disbursement of County funds, including general, trust, school, and special district funds; provides cash management services to 13 cities/agencies, 120 school districts; and administers 273 bank accounts for County departments, school districts, and special districts.

Tax collections bills and collects approximately three million accounts annually for current and delinquent real property taxes and personal (unsecured) property taxes.

The Department's Public Administration program annually investigates approximately 2,500 estates for decedents who resided or had property in the County where no executor, legatee, or heir is

appointed to administer the estate; and administers the estates and provides trust accounting and property management services for approximately 6,000 Public Guardian conservatees.

The current departmental budget exceeds \$80 million, and includes funding for 529 positions.

THE POSITION

This unclassified position is a member of the Department's executive management team, which, in addition to the Treasurer and Tax Collector and Chief Deputy Treasurer and Tax Collector, includes five Assistant Treasurer and Tax Collectors, a Chief Information Officer and an Administrative Deputy. All of these positions, with the exception of the Treasurer and Tax Collector and Chief Deputy Treasurer and Tax Collector, report directly to the Chief Deputy Treasurer and Tax Collector.

This position assists in the overall management of the department, with particular responsibility for directing, through subordinate managers, debt issuance for the County, and some affiliated agencies or districts; investment of the \$25 billion (approximate) County Treasury Pool; and administration of investment options for the County's deferred income plans. This unclassified position is also the Department's primary contact with the Big Three credit rating agencies (Fitch, Moody's and S&P). The incumbent must exercise a thorough knowledge of public finance and investment practices and regulations, deferred income plan policies, and a general understanding of Federal and State tax laws governing tax-exempt and taxable debt issuances.

KEY RESPONSIBILITIES:

Reporting to the Chief Deputy Treasurer and Tax Collector, the incumbent has executive level management responsibility over this Branch. The incumbent also establishes and maintains effective working relationships with executive level managers and their staff in other County departments, governmental agencies, the banking industry, credit rating agencies and the public.

This Branch has 20 budgeted positions (out of total department budget of 529 positions) and the responsibilities include:

Public Finance

- Directs, through various legal entities and joint powers authorities, the issuance of bonds for the County, school districts, community college districts, and special districts;
- Oversees the development of the County's \$600 million commercial paper program, which provides short-term funding for the design and initial construction of capital projects;
- Administers Community Facility Districts, including overseeing district formation, issuing bonds and levying special taxes;
- Administers the County's Redevelopment Bond Refunding program, which since its inception in 2013, has refinanced \$620 million of tax allocation bonds on behalf of nine former redevelopment agencies;
- Serves as the primary point of contact with each of the Big Three credit rating agencies, and coordinates and conducts annual/ongoing meetings with each;
- Serves as the primary point of contact with letter of credit banks and bond insurers;
- Directs continuing disclosure obligations for bonds issued by the County and special districts.

Investments

- Assists in developing the Treasurer and Tax Collector investment policy, for annual adoption by the Los Angeles County Board of Supervisors, which guides the investment activity of the County Treasury Pool. Develops specific strategies to implement that policy. The Los Angeles County Treasury Pool, valued at \$25 billion (approximate) with 2,000 pool participants, is one of the largest municipal treasury pools in the nation, and is managed exclusively in-house;
- Directs the investment of surplus funds for the County, school districts, community college districts, and special districts;
- Assists in the planning and development of investment and cash management policies;

- In conjunction with the Chief Executive Office and Auditor-Controller, assists with the County's general fund cash management and determination of cash flow projections;
- Assists in coordinating the development of cash flow financing with the Chief Executive Office and Auditor-Controller, and in directing the analysis of short-term market and municipal borrowing structures for the annual issuance of Tax and Revenue Anticipation Notes.

Deferred Income Plans

- Directs the investment functions and manages the investment managers for the County's deferred income plans and makes recommendations on revisions to investment options and investment policy to the Plan Administrative Committees (PACs);
- Serves as an Alternate Member of the PACs for the County's deferred income plans.

General

- Consults and makes recommendations on legislative matters related to finance and investments;
- Establishes and maintains effective working relationships with other County Departments governmental agencies, outside attorneys, bankers financial consultants, and the public;
- Responds to inquiries and prepares reports to the Board of Supervisors as necessary.

QUALIFYING EXPERIENCE & EDUCATION

A Bachelor's or Master's degree from an accredited college or university in business, public administration, economics, finance, accounting or related field, and five (5) years of progressively responsible management experience in at least one of the following areas: public finance, investments, and deferred income.

LICENSE: A valid California Class "C" driver license or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

DESIRABLE QUALIFICATIONS

- Demonstrated success in managing key financial, public investment or related municipal governmental operations;
- Demonstrated success in evaluating alternatives related to meeting both short term and long term financing needs of a public agency through the capital markets;
- Demonstrated ability to perform management activities, including goal setting, budget management, human resources, strategic planning, and the formulation and implementation of departmental policy;
- Demonstrated ability to work effectively with public and private officials, private bankers, lawyers, financial advisors, trustees, and private citizens;
- Demonstrated ability to establish relationships with executive-level management in other departments/agencies to coordinate services and resolve operational issues;
- Excellent verbal and written communication skills.

SELECTION PROCESS

- Each candidate's background will be evaluated on the basis of information submitted at the time of application to determine the level and scope of the candidate's preparation for this position.
- Only the most qualified candidates, as determined by the screening process, will be invited to participate in the interview process.
- Successful applicants will be required to complete a thorough background investigation, including a Live Scan fingerprint search, prior to appointment. Examples of disqualifying factors are any felony convictions or misdemeanor convictions involving moral turpitude, and any job-related misdemeanor convictions.

COMPENSATION/BENEFITS

COMPENSATION: This position is subject to the provisions of the County's Management Appraisal and Performance Plan (MAPP). This position will be compensated at MAPP Range R-14 (\$125,718 -

\$190,284 annually). The successful candidate may be appointed to any salary within the range, depending on qualifications.

BENEFITS: The County of Los Angeles provides an excellent benefit package that allows employees to choose benefits that meet their specific needs as detailed below:

RETIREMENT PLAN: The successful candidate may choose either a contributory or non-contributory defined benefit plan.

CAFETERIA BENEFIT PLAN: The MegaFlex Benefits Plan is a cafeteria plan through which benefits may be purchased using a tax-free County contribution of an additional 14.5% to 17% of the employee's monthly salary. Any portion of the County contribution not used to purchase benefits is paid to the employee as taxable income. Benefits available within the MegaFlex Benefits Plan include medical, dental, disability, life and AD&D insurance. Note: Not applicable to County employees who are currently in the Flex Plan.

NON-ELECTIVE DAYS: 10 paid days per year with the option to buy an additional one to 20 elective annual leave days.

FLEXIBLE SPENDING ACCOUNTS: Employees may contribute up to \$200 per month tax-free to a Health Care Spending Account and \$400 per month tax-free to a Dependent Care Spending account. The county contributes \$75 per month to the Dependent Care Spending Account

SAVINGS PLAN 401(k) AND DEFERRED COMPENSATION PLAN (457): Optional tax-deferred income plans that may include a County matching contribution up to 4% of employee's compensation to each plan.

HOLIDAYS: 11 paid days per year.

TO BE CONSIDERED

Highly qualified candidates are invited to submit a statement of interest; a comprehensive resume detailing their demonstrated experience and career accomplishments relevant to this position; and current salary information. Submission should include **ALL** of the following:

- Names of schools, colleges or universities attended, dates attended, field(s) of study and

degree(s) earned. Please enclose verification of relevant degree(s), license(s) and certificate(s) together with the resume.

- Information required to determine if the candidate meets the Qualifying Experience & Education requirements and the Desirable Qualifications sections of this recruitment announcement.
- For organizations and programs managed, the name of each employer, job title, size of organization's budget, number and composition of personnel supervised, scope of management responsibilities, functions managed, and dates of employment.
- Supplemental Questionnaire.

**SUBMISSIONS MUST BE RECEIVED BY 5:00 P.M.,
04/04/16**

Electronic submittals are strongly preferred and should be submitted to ttchr@ttc.lacounty.gov. Please indicate the position title of Assistant Treasurer and Tax Collector in the subject line of your e-mail.

For questions please contact:

NAVJOT KAUR
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Phone: (213) 974-2108
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This announcement may be downloaded from the County of Los Angeles website at:

<http://hr.lacounty.gov>

To access the County of Los Angeles Employment Information, please click [here](#).

VOLUNTARY STATE AND FEDERAL INFORMATION

Pursuant to State and Federal requirements, we are requesting that you voluntarily provide the following information: (1) your race/ethnicity and (2) your gender. This information should be on a separate piece of paper (without your name) attached to your resume. This page will be removed from your resume when it is received, kept confidential, and utilized solely for required statistical purposes.

THE COUNTY OF LOS ANGELES IS AN
ACTIVE EQUAL OPPORTUNITY EMPLOYER

Posted: 03/11/16

County of Los Angeles

THE DEPARTMENT OF
TREASURER AND TAX COLLECTOR



Invites Resumes For

Assistant Treasurer and Tax Collector,

Finance and Investments

(Unclassified)

Annual Salary: \$125,718 - \$190,284

(Range 14)

Filing Period:

03/14/16 – 04/04/16
